

PARKS DEVELOPMENT ASSOCIATE

DEFINITION

Under general supervision, is responsible for performing sub-professional park development work; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Assists in preparing plans for developing park areas showing location of shelter houses, athletic areas, such as ball diamonds, tennis courts, pools, picnic areas, walks, trails, parking areas, trees, gardens and floral displays;

Studies condition of site, such as stormwater management, topsoil, trees, rock formation and buildings;

Prepares topographical maps and/or special purpose maps showing location of utilities and other available facilities; prepares maps and drawings to record zoning restrictions;

Conducts field inspections to investigate encroachments and verify park boundaries; assists in resolving encroachment situations; maintains encroachment database to track status;

Assists in preparing publicity materials and responds to public requests for information on parks, facilities, and properties; assists in updating and distributing park facilities guide;

Operates computer aided design (CAD) equipment and/or a transit in a field survey party;

Updates and maintains departmental real property records on computer database; reviews existing property files and historical information;

Maintains files of property boundary surveys and descriptions.

MINIMUM QUALIFICATIONS

Completion of two (2) years of college education (60 semester hours or 90 quarter hours) in landscape architecture, architecture, civil engineering or related field. Substitution(s): One (1) year of experience in parks planning, drafting or design may be substituted for one (1) year of the required education.

Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the principles of landscape designing and park planning; ability to use a transit and level; ability to use standard drafting and lettering equipment; ability to build models and make sketches; ability to develop and maintain effective working relationships with others; ability to write and speak effectively.

Probationary Period: 270 Days
Examination: Competitive

Class Code: 1206
Job Family: Applied Science
EEO Job Category: Technician
Compensation Plan: AFSCME
Salary: Range 24-27

Class established: 04-08-63
Current spec: 04-29-96
Commission action taken: Review/no change
Revise/Retitle (Landscape Architect Associate 4/29/96)
Merge/Retitle (Landscape Architect Associate II [1205] into Landscape Architect I 8/28/95)
Last reviewed: 09-26-05